# Vice-Chancellor’s Teaching Award and Outstanding Teacher Awards 2020/21

## Inspirational teaching

The Vice-Chancellor’s Teaching Award (VCTA) recognises and celebrates *inspirational teaching* at Nottingham Trent University (NTU).

The criteria for the award are based on a consultation with the NTU community. The qualities of an inspirational teacher were explored with NTU students, staff and alumni. Below is the set of attributes derived from this discussion: these describe what inspirational teaching delivered means at NTU, and apply across the different types of learning engagement:

* Online, synchronous learning and teaching;
* Online, synchronous (with few/some asynchronous elements) learning and teaching;
* On-campus, face-to-face learning and teaching; and,
* Simultaneous face-to-face and online live (synchronous) teaching.

## Award Criteria for an inspirational teacher…

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| *Attribute* | *Indicators* |
| 1. Creates memorable, positive learning experiences | * 1a. Is an engaging and effective communicator who is able to translate complex and difficult concepts for students and bring the subject alive * 1b. Knows, and empathises with their students, understanding and responding to their needs * 1c. Builds effective relationships with students, motivating and encouraging them, guiding their learning and ensuring that they feel confident and valued when expressing their ideas |
| 2. Is a catalyst for change in the student | * 2a. Creates an intellectually challenging learning environment that stretches students and makes them think in different ways about their subject * 2b. Constructs transformative experiences that encourage risk-taking, employing thought-provoking and sometimes disruptive discussions and tasks that lead to revelation * 2c. Involves students in opportunities to share ideas and construct their own knowledge, leaving them hungry to know more |
| 3.Embodies the discipline, practice or profession for the student | * 3a. Adopts a scholarly approach to their subject and has a rich understanding of how it is taught and learnt, along with a disciplinary passion and curiosity which engages students * 3b. Models professional integrity * 3c. Works in partnership with students, respecting ideas and contributions and giving credence to what is said |

## Call for Nominations

Staff and / or alumni are invited to nominate members of staff for the VCTA.

The nomination requirements, and a high-level overview of the stages of the Award process are as follows:

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| *Nomination* | Two members of staff and/or alumni nominate | Combined 300-word statement, making the case for nomination, addressing the Award criteria |
| *Supporting information* | Nominee provides supporting information | *Either* a 500-word statement, *or* a 3-minute video. This must address the Award criteria |
| *Student feedback* | Nominee provides evidence of broad base of student feedback about their teaching | This should be a document summarising student feedback on the nominee’s teaching (e.g. from module evaluation, course feedback, EvaSys), with reference made to the Award criteria |
| *Signed approval* | Nominee provides sign off by a member of the School Executive Team | The approval form is appended and also available on the [TILT website](https://www.ntu.ac.uk/c/tilt/vice-chancellors-teaching-award) |
| *Preferred Observation dates if shortlisted* | Nominee provides 3 x dates in order of preference for observation of one teaching session - please note, only one teaching session will be observed.  Nominee indicates which type of teaching session / mode of delivery is to be observed:   * *Online (synchronous);* * *Online (synchronous with few/some asynchronous elements);* * *On-campus, face-to-face; or,* * *Simultaneous on campus face-to-face and online live teaching*.   Please note, where a teaching session will include some asynchronous elements it is the nominee’s responsibility to provide observers with access to these elements during the observation allowing observers additional time to review / engage with these learning materials, for example 30 minutes before the synchronous session commences. Please take additional time required into consideration when advising TILT on observation slots. | Nominee should (indicate in order of preference) three teaching sessions for observation – providing dates / times and indicate the mode of delivery.  **Term One Observations**: week commencing 23rd November – 18th December 2020, tbc).  **Term Two Observations**: week commencing 11th January 2021 – 26th March 2021, tbc). Please note, if you do not yet have a timetable for Term Two but you know at least one of your preferences for observation will occur in Term Two please state i.e. 2nd and 3rd preference for observation will occur in Term Two specific dates / times tbc.  *Please note*, preferred teaching sessions for observation can occur either in Term One or Two or across both terms. Where it is not possible to state a specific date / time for Term 2 due to timetabling being finalised please state, for example second and third preference will occur in Term Two dates / times tbc.  TILT will endeavour to facilitate each nominee’s first observation choice. However, where this is not possible, TILT will seek to accommodate second or third preferences. In the unlikely event that none of the preferences listed can be accommodated, TILT will work with colleagues to find a suitable alternative.  TILT will contact colleagues in due course to confirm if preferences can be accommodated.  Please note, given the high volume of observations involved, once nominees have specified observation dates / times, unfortunately TILT will be unable to accommodate changes to these unless for reasons beyond the control of the nominee. |
| The VCTA Panel will review all nomination submissions, meet to moderate scores and shortlist submissions to take forward to observation stage. | | |
| *Observation* | Nominee is observed by two members of the Selection Panel – one staff and one student | The observation will be scheduled into regular teaching during Term One or Two |
| The VCTA Panel will meet to review and moderate observation scoring and select nominees to present to the Vice-Chancellor for approval to award VCTA and Outstanding Teacher Award. Please note, all nominees selected to receive an award must satisfy and accept the VCTA [‘Conditions of Award’](https://forms.office.com/Pages/ResponsePage.aspx?id=xcLLiu3Ix0KBabpDig2-L_8Kr64mvm5CkRRnZpydY_xUNTM5Rk1NOVNBWVgySVY4WDUyQ0xEVDY0Ui4u) before an Award can be made. | | |

The nominee is responsible for ensuring that the supporting statements / information, student feedback and school executive approval are submitted by Monday 19th October 2020.

The supporting information does not need to be exhaustive but should provide the panel with sufficient evidence to score the nomination against the set inspirational teacher criteria.

This means nomination documentation should provide strong evidence of the three indicators associated with each inspirational teacher attribute, for example the inspirational teacher attribute ‘creates memorable, positive learning experiences’ will be assessed against indicators 1a, 1b and 1c (see above award criteria, p.1).

**Please note, each indicator is scored on a scale of 1 – 5 as set out below**:

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| 1 | no evidence |
| 2 | poor evidence |
| 3 | some evidence |
| 4 | good evidence |
| 5 | excellent evidence |

The total score for each inspirational teacher attribute (out of 15) isthe sum of 3 indicator scores (out of 5). **Nominees are encouraged to explicitly state where, how and why evidence provided is evidence of a specific indicator (or set of indicators) of an inspirational teacher attribute.**

## Guidance on the nomination and nominee statements

A case must be made for inspirational teaching addressing the attributes and associated indicators (criteria) above.

It is expected that the case for nomination will relate to inspirational teaching at NTU.

Statements by nominators and nominees should be critically reflective and might usefully consider design and delivery of teaching, as well as the impact of learning and teaching on students.

Useful information / evidence to cite might include:

* Feedback from peer observation.
* External examiner reports.
* Nomination for a NTSU *Outstanding Teacher Award.*
* How the nominee encourages novel ways of exploring themes / topics and enables students to look at ideas / concepts / norms in new ways involving for example creativity, critical thinking, groups discussion, and / or problem solving.
* How the nominee uses a range of learning and teaching techniques: e.g. analogy, exemplars, case studies, role playing, props and digital technologies.
* Creative and/or evidence-based design of the structure or organisation of a course, module or curriculum and impact on learning and teaching practice and student experience and/or outcomes.
* How the nominee integrates reference to work and employability into the curriculum, e.g., own lived experience, invited speakers from industry, placements, workplace visits, constructive use of graduate destinations data and the impact this has on students learning e.g. employability skills.
* How the nominee integrates scholarship in their teaching and the impact this has on learning, e.g., knowledge of their subject, practice, or profession; using understandings of how the subject is learnt, use of own or others’ research, inquiry-based modes of learning.

#### Eligibility for nomination

* The Award is open to colleagues who hold HEA Fellow status, teach and who have been employed by the University for a minimum of eighteen months prior to nomination (on a full- or part-time basis).
* Nominations will be judged on the merit of the submission and this will determine the number of awards made in any one year. The award scheme can be revoked at any point, following approval by the Academic Board.
* Winners of the Award will not be eligible for re-nomination. However, support may be given for applications to the [National Teaching Fellowship Scheme](https://www.advance-he.ac.uk/awards/teaching-excellence-awards/national-teaching-fellowship).
* Please review our [‘Conditions of Award’](https://forms.office.com/Pages/ResponsePage.aspx?id=xcLLiu3Ix0KBabpDig2-L_8Kr64mvm5CkRRnZpydY_xUNTM5Rk1NOVNBWVgySVY4WDUyQ0xEVDY0Ui4u) before submitting a nomination and note VCTA awards can only be conferred when nominees fully satisfy and accept these conditions.

## Key dates

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| Call for nominations opens | 8th September 2020 |
| Deadline for submission of nominations and supporting information | 21st October 2020 |
| Panel members observe a teaching session for shortlisted nominees | November 2020 – March 2021 |

## Selection process

* **Vice-Chancellor’s Teaching Award**A panel will assess nominations against the Award criteria and make recommendations to the Vice-Chancellor. The panel will include academic colleagues, Professional Services colleagues and NTU students.
* **Vice-Chancellor’s Outstanding Teacher Awards**

From the winners of the Vice-Chancellor’s Teaching Award two colleagues will be selected to win either the:

* Vice-Chancellor’s Outstanding Teacher Award for an Early Career Teacher; or,
* Vice-Chancellor’s Outstanding Teacher Award for an Established Teacher.

These awards celebrate and showcase the work of the academic who embodies distinguished teaching and learning as an early career or established teacher.

## Prizes

Each winner will receive a financial award (amount to be confirmed) to use for professional development; for example, to fund attendance at a learning and teaching conference; visit another institution to undertake collaborative learning and teaching related development activities. Any equipment, books or other physical or digital resources purchased using this fund will remain property of NTU.

Financial awards must be spent within the year following receipt of the VCTA award; for example, awards made in summer 2021 should be spent between August 2021 and July

2022. Please note monies cannot be carried over from one financial year to another and must have left the designated account before the end of the financial year. NTU purchasing procedures should be followed and colleagues are advised to contact their purchasing agent for further information.

**Please note, the specific amount awarded will be confirmed to award winners in notification of award letters.**

## Terms and conditions for successful nominees

* Award winners will use VCTA status to actively support the development of a culture of inspirational teaching at NTU.
* Award winners agree to support TILT VCTA publicity and may be asked to contribute to future TILT events, and TILT research on the VCTA experience.
* Award winners agree to keep TILT updated on any successes or outputs linked to their VCTA such as, for example, subsequent awards and publications, presentations or workshops, and will respond to TILT request(s) to that end in a timely manner.
* Award winners agree to share any VCTA related outputs with TILT, and for these to be promoted (made available) on the TILT website and/or held in a TILT / SoTL repository freely available to users.
* Award winners will be unable to receive an award if they are in the notice period of resignation and / or do not pass the other VCTA due diligence checks conducted before an Award is made (*Please see conditions five, six and seven of ‘Conditions of Award*’).
* Award winners must hold HEA Fellow status, teach and have been employed by the University for a minimum of eighteen months prior to nomination (on a full- or part-time basis), and inform TILT if this is not the case.
* Winners of the Award will not be eligible for re-nomination. However, we will endeavour to support applications for the National Teaching Fellowship Scheme.
* TILT will not be able to arrange for any extension of whole or part of any financial award into the subsequent financial year, and funds must have left the holding account before the end of the financial year in which an award is made.
* Any equipment, books, or other resources purchased using these funds remain the property of the individual’s School on conclusion of the project, to assist with dissemination and sharing of practice.

**Please review the full VCTA** [**‘Conditions of Award’**](https://forms.office.com/Pages/ResponsePage.aspx?id=xcLLiu3Ix0KBabpDig2-L_8Kr64mvm5CkRRnZpydY_xUNTM5Rk1NOVNBWVgySVY4WDUyQ0xEVDY0Ui4u) **before submitting your nomination, and note all Conditions of Award must be fully satisfied and digitally accepted by those selected to receive an award before VCTA can be conferred.**

## HEA Fellowships

Engagement with VCTA and other TILT schemes, awards and activities can form part of a portfolio of evidence for HEA Fellowship submissions. More information about the support and workshops available to assist staff with your Fellowship application are available at [NTU TILT Professional Recognition Scheme.](https://www.ntu.ac.uk/about-us/academic-development-and-quality/scholarship-of-teaching-and-learning-sotl/tilt-professional-recognition-scheme)

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| Please forward the nomination documents described above to your nominated School Executive Team member for approval. |

**APPENDIX ONE: TO BE COMPLETED BY A MEMBER OF THE SCHOOL EXECUTIVE TEAM**

On behalf of the School Executive Team I support the nomination:

Name of nominee (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination supported by (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**N.B.** Where the nomination has not been supported, written confirmation of the reasons for this must be provided by the nominated School Executive Team member to the nominee.

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| Please pass back all nomination documentation, including a signed approval form, to the nominee. This should then be submitted to [TILT](mailto:teaching.award@ntu.ac.uk) by midnight on the **21st October 2020**. |

## Further information

Further information is available on the [TILT website](https://www.ntu.ac.uk/c/tilt/vice-chancellors-teaching-award). Queries should be directed to [TILT](mailto:teaching.award@ntu.ac.uk).